

COMMUNITY CARE LICENSING DIVISION

"Promoting Healthy, Safe and
Supportive Community Care"

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide

ADULT RESIDENTIAL FACILITY STAFF RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM

ADULT RESIDENTIAL FACILITY STAFF RECORD

This tool is designed to assist facility operators to perform periodic self-assessments of their staff records. It includes the most commonly required staff records. It is not an exhaustive list of all staff records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.***

R = Reviewed

U = Updated

N/A = Not Applicable

Staff Name: _____ Position: _____

Review Date									Expires/ Update Due
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Personnel Report LIC 501									
Health Screening/TB Test Results LIC 503									
Criminal Record Statement LIC 508									
First Aid Card									
Verification of Education/Experience									
Fingerprint Clearance									
DMV Printout									
Documentation of In-Service Training									
Water Safety Certificate									
Staff trained by Licensed professional/Restricted health condition									
Abuse Reporting Requirements SOC 341									

Personnel Record:

Due Date: Prior to employment.
Updates Due: None.

Health Screening and TB Test:

Due Date: Within 7 days of employment.
Updates Due: When there is a change in employee health that affects his/her ability to perform duties.

Criminal Record Statement:

Due Date: Prior to employment.
Updates Due: Upon any arrest and/or conviction once employed.

First Aid Card:

Due Date: Prior to employment.
Updates Due: Expiration date on card.

Verification of Experience/Education:

Due Date: Prior to employment.
Updates Due: None.

Fingerprint Clearance:

Due Date: Within 4 calendar days of employment.
Updates Due: None.

DMV Printout:

Due Date: Prior to transporting clients.
Updates Due: As needed.

Documentation of In-Service Training:

Due Date: Upon completion of training.
Updates Due: As scheduled per the training calendar.

Water Safety Certificate:

Due Date: Prior to supervising clients in a pool or other body of water.
Updates Due: When certificate expires.

Staff Trained by a Licensed Professional/Restricted Health Condition:

Due Date: Prior to providing services.
Updates Due: When the Restricted Health Condition Plan changes.

Statement Acknowledging Requirement to Report Suspected Physical Abuse of a Dependent Adult or Elder (Required by Cal. Penal Code):

Due Date: At time of employment.
Updates Due: None.